



**INSTRUCTIONS**

1. Prepare in quadruplicate.
2. Do not number requisition.
3. Since the Services Division will number the requisition and return one copy to the requisitioning office, please refer to requisition number when making any inquiries.
4. Filling of orders will be accomplished more expeditiously if the following instructions are observed:
  - (a) List all items in stock number sequence and all forms in numerical sequence under Standard, Commission, and/or other forms.
  - (b) Do not list more than one item on each line.
5. This form is not to be used for duplicating or printing and binding requests.
6. Forward requisition in accordance with prescribed Administrative Instructions.

	PROGRESS			STOCK	VENDOR	PROC. DOC. NUMBER	DUE DATE	FOLLOW-UP						DATE RECEIVED
	1	2	3					1	2	3	4	5	6	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														